

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

# VACANCY ANNOUNCEMENT

ANNOUNCEMENT #M-02004



**POSITION: DAY CAMP COUNSELOR NF-01**

**SALARY: \$8.56 - \$9.80 PH**

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**LOCATION: MATTAPANY DAY CAMP  
(SEASONAL)**

**OPEN: 26 JANUARY 2004**

**CLOSE: OPEN UNTIL FILLED**

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**AREA OF  
CONSIDERATION: COMMUTING AREA**

☒ Spouse Preference Eligible  
☒ Involuntary Separated Military

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<input type="checkbox"/> Regular Full-Time	(35-40 Hours Per Week)
<input type="checkbox"/> Regular Part-Time	(20-34 Hours Per Week)
<input checked="" type="checkbox"/> Flexible	(0-40 Hours Per Week)

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<input type="checkbox"/> One-Time Basis
<input checked="" type="checkbox"/> Establish Register
<input type="checkbox"/> Merit Staffing

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**HOW TO APPLY:** Submit current SF-171 or OF612 and any supplemental forms to  
Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670  
Attn: Personnel Dept. For further information call 301-342-3653.

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**DUTIES AND RESPONSIBILITIES**

Ensures the care provided is in compliance with child development standards as outlined in applicable regulations. Assists in planning and conducting an effective summer day camp program to meet the physical, social, emotional and intellectual needs of each child or group of children.

Implements daily schedules and activity plans that could include swimming, canoeing, nature hikes, art and crafts, team sports, individual sport activities, table games, story telling, singing, field trips and other camp oriented activities. Helps create games and play materials. Interacts with children during programmed activities.

Records daily attendance of each child and maintains an accurate count of children in their charge. Conducts informal daily health check of each child. Notifies management of any marks or other signs that might indicate a suspicion of illness, abuse or neglect. Creates a pleasant, inviting atmosphere for children in a day camp environment. Ensures the safety and sanitation of children through constant supervision and proper maintenance of equipment and supplies. Ensures that each child leaves with his or her parent or someone authorized to take the child.

**QUALIFICATIONS:**

Must be 18 years of age, a high school graduate and have previous experience working with children age's five years through twelve years.

Must be able to present a warm, friendly attitude towards children and parents and display an enthusiastic interest of children in a summer day camp work environment.

Must be able to obtain CPR, First Aid and Water Safety Aid Certification.

Incumbent must be able to meet all requirements to obtain a satisfactory background check and health card.

**WORKING CONDITIONS**

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Majority of work is performed in an outdoor and/or indoor recreation setting and involves a degree of

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ENROLLMENT IN DIRECT DEPOSIT IS A CONDITION OF EMPLOYMENT

**Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.**

**Applicants must meet all eligibility requirements for the position.**

**Privacy Act Requirements (PL93-597):** The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

**Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.**

**Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.**

**Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.**

**Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.**

**The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.**